



STATE OF CONNECTICUT
DEPARTMENT OF EDUCATION



TO: 2012 Summer Food Service Program (SFSP) Sponsors

FROM: Cheryl Resha, Education Manager *Cheryl Resha*
Bureau of Health/Nutrition, Family Services and Adult Education

DATE: May 18, 2012

SUBJECT: **Operational Memorandum #09-12 – SFSP**
1. Income Guidelines **July 1, 2012, through June 30, 2013**
2. Parent Letter for **2012-13**

This information is an update to Operational Memorandum #03-12-SFSP which addressed the sample income eligibility application, income guidelines and parent letter. The new 2012-13 income guidelines are now available.

1. The Income Guidelines effective July 1, 2012, to June 30, 2013, are enclosed. These are for use by sponsors only to determine income eligibility categories and are not distributed to parents.
2. The sample *Letter to Parents* containing the 2012-13 income guidelines for reduced price meals is enclosed. The letter must be distributed to parents with the income eligibility application. The two-page format provided allows the letter to be used from year to year with only the reduced income guidelines updated annually. **Eligibility determinations that were made prior to July 1, 2012, must have been made using the guidelines in effect at the time the eligibility determination was done.**

CR:sbb

Enclosures: (2)

Important: This is a numbered Operational Memorandum that contains important program information. Please read carefully and retain in a binder for your future reference. Operational Memoranda are also posted on the Child Nutrition Web site at the following link:
<http://www.sde.ct.gov/sde/cwp/view.asp?a=2626&q=333792>.

SAMPLE PARENT LETTER
SUMMER FOOD SERVICE PROGRAM (SFSP)

Enrolled Programs and Camps not Charging Separately for Meals

Dear Parent/Guardian:

The _____ is planning to seek assistance for nutritious meals served under the Summer Food Service Program for Children. This program is funded by the U.S. Department of Agriculture (USDA) and administered by the Connecticut State Department of Education.

Our program may receive reimbursement for meals served to children meeting the eligibility criteria for free or reduced price school meals. We must document the eligibility of these children by obtaining family-size and income data. Households with incomes less than or equal to the guidelines on the following page are eligible for free meals. Please complete, sign, date and return the attached application. **The information you provide will be treated confidentially and will be used only for eligibility determination.**

SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM or SNAP (formerly known as Food Stamps)/TFA HOUSEHOLDS: If you currently receive SNAP (formerly known as Food Stamps) or Temporary Family Assistance (TFA) benefits for your child, you only have to list your child's name, SNAP or TFA case number and sign the application. A child who receives SNAP or TFA benefits is automatically eligible for free meals in the Program.

ALL OTHER HOUSEHOLDS: If your household income is at or below the level shown on the scale on the attached page, it is necessary to provide the following information for your application to be processed.

HOUSEHOLD MEMBERS: List the names of everyone who lives in your household. Include parents, grandparents, all children, other relatives and unrelated people who live in your household.

SOCIAL SECURITY NUMBER: List the last four digits of the social security number of the adult household member who signs the application. If the adult does not have a social security number, print "None".

CURRENT INCOME: List the amount of income each person earned **last** month (BEFORE deductions for taxes, social security, etc.), the frequency of income and where it is from, such as wages, retirement or welfare. If any household member's income last month was higher or lower than usual, list that person's usual average monthly income.

SIGNATURE: An adult household member must sign the application.

FOSTER CHILDREN: In certain cases, foster children are eligible for these benefits regardless of the household income. If a household has a child living with them who is a legal ward of the State of Connecticut, that child is considered a family of one, and monthly income from the State must be listed.

NONDISCRIMINATION: In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write to USDA, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call toll free (866) 632-9992 (Voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.

REAPPLICATION: If you are not eligible now but have a decrease in household income, an increase in household size, or become unemployed, fill out an application at that time. Participants having family members who become unemployed are eligible for free or reduced-priced meals during the period of unemployment, provided that the loss of income causes the family income during the period of unemployment to be within the eligibility standards for those meals.

Note: Attach the current reduced price income guidelines

Attach to Parent Letter

GROSS INCOME GUIDELINES FOR REDUCED PRICE MEALS

EFFECTIVE FROM JULY 1, 2012 - JUNE 30, 2013

<u>HOUSEHOLD SIZE</u>	<u>ANNUAL</u>	<u>MONTHLY</u>	<u>BIWEEKLY</u>	<u>WEEKLY</u>
1	20,665	1,723	862	398
2	27,991	2,333	1,167	539
3	35,317	2,944	1,472	680
4	42,643	3,554	1,777	821
5	49,969	4,165	1,922	961
6	57,295	4,775	2,204	1,102
7	64,621	5,386	2,486	1,243
8	71,947	5,996	2,768	1,384
Each Additional Family Member	+ 7,326	+ 611	+282	+141

INCOME*GUIDELINES FOR
DETERMINING ELIGIBILITY
FOR FREE AND REDUCED
PRICE MEALS

CONNECTICUT STATE DEPARTMENT OF EDUCATION
Child and Adult Care Food Program and Summer Food Service Program

INSTRUCTIONS

Rev. 05/2012

7CFR Part 245.3(a)

1. Income guidelines to be used by all persons reviewing applications.
2. Distribute to all schools/sites for use by determining officials.

The following income guidelines will be used in Connecticut from **July 1, 2012** to **June 30, 2013** for determining eligibility of participants for free and reduced price meals in the Child Nutrition Programs.

FREE MEALS/MILK

REDUCED PRICE MEALS

Number in Family	Annual Gross Income	Monthly Gross Income	Every Two Weeks Gross Income	Weekly Gross Income	Number in Family	Annual Gross Income	Monthly Gross Income	Every Two Weeks Gross Income	Weekly Gross Income
1	14,521	1,211	559	280	1	20,665	1,723	795	398
2	19,669	1,640	757	379	2	27,991	2,333	1,077	539
3	24,817	2,069	955	478	3	35,317	2,944	1,359	680
4	29,965	2,498	1,153	577	4	42,643	3,554	1,641	821
5	35,113	2,927	1,351	676	5	49,969	4,165	1,922	961
6	40,261	3,356	1,549	775	6	57,295	4,775	2,204	1,102
7	45,409	3,785	1,747	874	7	64,621	5,386	2,486	1,243
8	50,557	4,214	1,945	973	8	71,947	5,996	2,768	1,384
Each Add'l Family Member	+5,148	+ 429	+198	+ 99	Each Add'l Family Member	+7,326	+ 611	+282	+141

If a household has only one source of income, or if all sources of income are the same frequency, **do not** use conversion factors. Compare the income or sum of the incomes to the chart above for the appropriate frequency and household size to make the eligibility determination.

Many households have different sources of income coming into the home at different frequencies, such as weekly or bi-weekly wages and monthly social security benefits. In these situations, all sources of income should be converted to an **annual** amount using the following calculations: **Weekly X 52 ♦ Every 2 weeks X 26 ♦ Twice a Month X 24 ♦ Monthly X 12**

*Income means income before deductions such as income taxes, Social Security taxes, insurance premiums, charitable contributions and bonds. It includes the following: 1) Monetary compensation for services, including wages, salary, commissions or fees; 2) net income from non-farm self-employment; 3) net income from farm self-employment; 4) Social Security; 5) dividends or interest on savings or bonds or income from estates or trusts; 6) net rental income; 7) public assistance or welfare payments; 8) unemployment compensation; 9) government civilian employee or military retirement, or pensions or veterans' payments; 10) private pension or annuities; 11) alimony or child support payments; 12) regular contributions from persons not living in the household; 13) net royalties; and 14) other cash income. Other cash income would include cash amounts received or withdrawn from any source including savings, investments, trust accounts and other resources.

"Income" as used here does not include any income or benefits received under any Federal programs which are excluded from consideration as income by any legislative prohibition, for example, the value of benefits received under the Supplemental Nutrition Assistance Program or SNAP (formerly known as Food Stamps).

In applying guidelines, a School Food Authority/institution **must** compare the household's size and total household income to the income guidelines to determine eligibility for free or reduced price meals. If one or more of a child's parents or guardians become unemployed and the family's income drops due to this unemployment so that the child should be eligible for free or reduced price meals during the period of unemployment, the School Food Authority/institution shall provide that child with the type of meal for which the child is eligible.